

State of Nevada
Department of Personnel - Training Calendar
January 1 - June 30, 2003

Carson City

Carson City(con't)

Day 1	Day 2	Class Title	Begin	End	Day 1	Day 2	Class Title	Begin	End
1/7		Harmony in the Workplace	8:30	4:30	3/24		Communication: What's My Style	8:30	12:00
1/14		Managing A Meeting	8:30	12:00	3/27	3/28	How To Set And Achieve Goals	8:30	12:00
1/14		Change Happens: Dealing With It	8:30	12:00	3/28		Communication Conflict: What Now?	8:30	12:00
1/15		Managing Stress	9:00	12:00	4/3		Handling of Grievances	8:30	12:00
1/16		Alcohol and Drug Testing	8:30	12:00	4/9		Communication: Back To The Basics	8:30	12:00
1/16		Preventing Sexual Harassment in the Workplace	9:00	12:00	4/9		Change Happens: Dealing With It	1:00	4:30
1/22		Delegation for Supervisors	8:30	12:00	4/15		It's All About Attitude: It's All About Me	8:30	12:00
1/22		Customer Service: Practices	8:30	12:00	4/15		Harmony in the Workplace	8:30	4:30
1/23		Decision Making for Supervisors	8:30	12:00	4/18		Alcohol and Drug Testing	8:30	12:00
1/23		Customer Service: Office Etiquette	8:30	12:00	4/18		Communication: What's My Style	8:30	12:00
1/28		Coaching for Supervisors	8:30	12:00	4/18		Orientation To State Employment	8:30	12:00
1/28		Communication: Back To The Basics	8:30	12:00	4/22		Communication Conflict: What Now?	8:30	12:00
1/29		Equal Employment Opportunity	9:00	4:30	4/22		Team Building For Supervisors	8:30	12:00
1/30		Work Performance Standards	8:30	12:00	4/24		Equal Employment Opportunity	9:00	4:30
1/30		Employee Appraisal for Supervisors	1:00	4:30	4/24		Work Performance Standards	8:30	12:00
1/31		Communication: Listen Up	8:30	12:00	4/24		Employee Appraisal for Supervisors	1:00	4:30
2/3		Leadership For Supervisors	8:30	12:00	4/28		Communication: Writing for Success I	8:30	12:00
2/5		Progressive Disciplinary Procedures	8:30	12:00	4/29		State Purchasing	8:30	12:00
2/5		Interviewing and Hiring	8:30	12:00	4/30		Communication: Writing for Success II	8:30	12:00
2/6		HIV/AIDS	8:30	10:00	5/6		Customer Service: Practices	8:30	12:00
2/6		Handling of Grievances	8:30	12:00	5/6		Managing Meetings	8:30	12:00
2/7		Team Building For Supervisors	8:30	12:00	5/7		Managing Stress	9:00	12:00
2/10		It's All About Attitude: It's All About Me	8:30	12:00	5/8		Customer Service: Office Etiquette	8:30	12:00
2/11		Equal Employment Opportunity	9:00	4:30	5/8		Coaching for Supervisors	8:30	12:00
2/12		Communication: What's My Style	8:30	12:00	5/9	5/12	How To Set And Achieve Goals	8:30	4:30
2/13		Communication Conflict: What Now?	8:30	12:00	5/13		Communication: Writing for Success I	8:30	12:00
2/19		Time Matters: Using It Wisely	8:30	12:00	5/15		Communication: Writing for Success II	8:30	12:00
2/19		Change Happens: Dealing With It	8:30	12:00	5/15		Leadership For Supervisors	8:30	12:00
2/20		Alcohol and Drug Testing	8:30	12:00	5/16		Interviewing and Hiring	8:30	12:00
2/20		Managing Stress	9:00	12:00	5/19		Preventing Sexual Harassment in the Workplace	9:00	12:00
2/25		Delegation for Supervisors	8:30	12:00	6/3		Equal Employment Opportunity	9:00	4:30
2/27		Work Performance Standards	8:30	12:00	6/6		Orientation To State Employment	8:30	12:00
2/27		Employee Appraisal for Supervisors	1:00	4:30	6/10		Communication: Back To The Basics	8:30	12:00
2/28		Orientation To State Employment	8:30	12:00	6/11		Managing Stress	9:00	12:00
3/5		Motivation For Supervisors	8:30	12:00	6/11		Planning and Performance Measures	1:00	4:30
3/5		Communication: Back To The Basics	8:30	12:00	6/17		Change Happens: Dealing With It	8:30	12:00
3/7		Decision Making for Supervisors	8:30	12:00	6/17		Motivation For Supervisors	8:30	12:00
3/7		Communication: Listen Up	8:30	12:00	6/19		Alcohol and Drug Testing	8:30	12:00
3/11		It's All About Attitude: It's All About Me	8:30	12:00	6/19		Communication: Listen Up	8:30	12:00
3/12		Planning and Performance Measures	1:00	4:30	6/23		Customer Service: Practices	8:30	12:00
3/13		Preventing Sexual Harassment in the Workplace	9:00	12:00	6/24		Progressive Disciplinary Procedures	8:30	12:00
3/18		Time Matters: Using It Wisely	8:30	12:00	6/25		Customer Service: Office Etiquette	8:30	12:00
3/18		Communication: Writing for Success I	8:30	12:00	6/26		Work Performance Standards	8:30	12:00
3/19		Managing Stress	9:00	12:00	6/26		Employee Appraisal for Supervisors	1:00	4:30
3/20		Communication: Writing for Success II	8:30	12:00					

Las Vegas

Day 1	Day 2	Class Title	Begin	End
1/2		Managing Stress	9:00	12:00
1/6		Equal Employment Opportunity	8:30	4:30
1/7		Interviewing and Hiring	8:30	12:00
1/8		Coaching for Supervisors	8:30	12:00
1/9		Progressive Disciplinary Procedures	8:30	12:00
1/13		Delegation for Supervisors	8:30	12:00
1/14		Decision Making for Supervisors	8:30	12:00
1/15		Leadership for Supervisors	8:30	12:00
1/16		Communication: Writing for Success I	8:30	12:00
1/16		Communication: Writing for Success II	1:00	4:30
1/17		Preventing Sexual Harassment in the Workplace	8:30	11:30
1/27		Motivation for Supervisors	8:30	12:00
1/28		Team Building for Supervisors	8:30	12:00
1/29		Work Performance Standards	8:30	12:00
1/30		Employee Appraisal for Supervisors	8:30	12:00
2/3		Communication: Back To The Basics	8:30	12:00
2/4		Customer Service: Practices	8:30	12:00
2/4		Customer Service: Office Etiquette	1:00	4:30
2/5	2/6	How to Set and Achieve Goals	8:30	4:30
2/10		Harmony in the Workplace	8:30	4:30
2/11		Managing Stress	9:00	12:00
2/12		HIV/AIDS	1:00	4:30
2/13		Communication: What's My Style	8:30	12:00
2/13		Communication: Listen Up	1:00	4:30
2/19		It's All About Attitude: It's All About Me	8:30	12:00
2/20		Communication Conflict: What Now?	8:30	12:00
2/21		Orientation to State Employment	8:30	12:00
2/24		Change Happens: Dealing With It	8:30	12:00
2/25		Work Performance Standards	8:30	12:00
2/26		Employee Appraisal for Supervisors	8:30	12:00
2/26		Preventing Sexual Harassment in the Workplace	1:00	4:00
2/27		Alcohol and Drug Testing	8:30	12:00
3/3		Coaching for Supervisors	1:00	4:30
3/4		Progressive Disciplinary Procedures	1:00	4:30
3/6		Equal Employment Opportunity	8:30	4:30
3/12		Delegation for Supervisors	1:00	4:30
3/13		Handling of Grievances	8:30	12:00
3/13		Decision Making for Supervisors	1:00	4:30
3/18		Managing Meetings	8:30	12:00
3/19		Motivation for Supervisors	1:00	4:30
3/20		Leadership for Supervisors	1:00	4:30
3/25		Work Performance Standards	8:30	12:00
3/26		Employee Appraisal for Supervisors	8:30	12:00
3/27		Team Building for Supervisors	1:00	4:30
3/31		Preventing Sexual Harassment in the Workplace	8:30	11:30
4/1		Managing Stress	9:00	12:00
4/2		Customer Service: Practices	8:30	12:00
4/2		Customer Service: Office Etiquette	1:00	4:30
4/3		Communication: Back To The Basics	8:30	12:00
4/8		Communication: Writing for Success I	8:30	12:00
4/8		Communication: Writing for Success II	1:00	4:30

Las Vegas (con't)

Day 1	Day 2	Class Title	Begin	End
4/9		Harmony in the Workplace	8:30	4:30
4/10		It's All About Attitude: It's All About Me	1:00	4:30
4/14		Communication: Listen Up	8:30	12:00
4/14		Communication: What's My Style	1:00	4:30
4/15		Work Performance Standards	8:30	12:00
4/17		Employee Appraisal for Supervisors	8:30	12:00
4/18		Orientation to State Employment	8:30	12:00
4/21		Communication Conflict: What Now?	8:30	12:00
4/28		Preventing Sexual Harassment in the Workplace	8:30	11:30
4/29		Alcohol and Drug Testing	8:30	12:00
4/30		Change Happens: Dealing With It	8:30	12:00
5/1		Interviewing and Hiring	8:30	12:00
5/6		Coaching for Supervisors	8:30	12:00
5/7		Progressive Disciplinary Procedures	8:30	12:00
5/8	5/9	How to Set and Achieve Goals	8:30	4:30
5/12		Decision Making for Supervisors	8:30	12:00
5/13		Delegation for Supervisors	8:30	12:00
5/15		Equal Employment Opportunity	8:30	4:30
5/16		Handling of Grievances	8:30	12:00
5/19		Motivation for Supervisors	8:30	12:00
5/20		Leadership for Supervisors	8:30	12:00
5/21		Team Building for Supervisors	8:30	12:00
5/27		Work Performance Standards	8:30	12:00
5/28		Employee Appraisal for Supervisors	8:30	12:00
5/29		State Purchasing	8:30	4:30
6/3		Harmony in the Workplace	8:30	4:30
6/4		Managing Stress	9:00	12:00
6/4		Communication : Back to the Basics	1:00	4:30
6/5		Managing Meetings	8:30	12:00
6/9		It's All About Attitude: It's All About Me	8:30	12:00
6/12		Preventing Sexual Harassment in the Workplace	8:30	11:30
6/13		Communication: Listen Up	1:00	4:30
6/17		Communication: Listen Up	8:30	12:00
6/20		Orientation to State Employment	8:30	12:00
6/21		Work Performance Standards	8:30	12:00
6/20		Orientation to State Employment	8:30	12:00
6/24		Work Performance Standards	8:30	12:00
6/25		Employee Appraisal for Supervisors	8:30	12:00
6/26		Alcohol and Drug Testing	8:30	12:00

Reno

Day 1	Day 2	Class Title	Begin	End
2/5		Preventing Sexual Harassment in the Workplace	9:00	12:00
2/11		Orientation To State Employment	8:30	12:00
2/20		Communication: Writing for Success I	9:00	12:30
2/20		Communication: Writing for Success II	1:30	5:00
2/21	2/24	How To Set and Achieve Goals	8:30	4:30
2/26		Harmony In The Workplace	8:30	4:30
3/5		Equal Employment Opportunity	9:00	4:30
3/13		Alcohol and Drug Testing	9:00	12:30
3/21		Coaching For Supervisors	9:00	12:30
3/26		Work Performance Standards	9:00	12:30
3/26		Employee Appraisal for Supervisors	1:30	5:00
4/10		Preventing Sexual Harassment in the Workplace	9:00	12:00
4/11		Managing Stress	9:00	12:00
4/11		Team Building For Supervisors	9:00	12:30
4/15		Managing Meetings	9:00	12:30
4/15		Leadership for Supervisors	1:30	5:00
4/17		Interviewing and Hiring	9:00	12:30
4/17		Communication: Listen Up	1:30	5:00
4/24		Progressive Disciplinary Procedures	9:00	12:30
5/12		Equal Employment Opportunity	9:00	4:30
5/13		Motivation for Supervisors	9:00	12:30
5/13		Delegation for Supervisors	1:30	5:00
5/13		Orientation To State Employment	8:30	12:00
5/16		Alcohol and Drug Testing	9:00	12:30
5/22		It's All About Attitude: It's All About Me	9:00	12:30
5/29		Work Performance Standards	9:00	12:30
5/29		Employee Appraisal for Supervisors	1:30	5:00
6/10		Time Matters: Using It Wisely	9:00	12:30
6/10		Decision Making for Supervisors	1:30	5:00
6/11		Preventing Sexual Harassment in the Workplace	9:00	12:00
6/12		Communication: What's My Style	9:00	12:30
6/12		Communication Conflict: What Now ?	1:30	5:00
6/17		Harmony in the Workplace	8:30	4:30

STATE PERSONNEL TRAINING

We are in our new location
2527 N Carson St Ste 275
Carson City NV 89706

FAX: (775) 687-1868
PHONE: (775) 687-4120

New map will be on the web site
www.state.nv.us/personnel/trainhome

WHISTLEBLOWER, NRS 281-611 through 281-671 encourages State officer and employees to disclose improper governmental action, and is the intent of the legislature to protect the rights of the employees who make such a discloser. The claim of reprisal must be submitted on the NPD-53 form, Request for Hearing under the provisions of NRS 284-641(Whistleblower Law) within the 10 working day filing pursuant to NAC 281.305. This form can be obtained from Department of Personnel at (775)684-0141 or an agency's personnel representative.

SEXUAL HARASSMENT violates the policy of the State and is considered unlawful discrimination under the State and Federal law. Harsh disciplinary action may be taken against persons who commit sexual harassment, including first-time offenders. You may call 1 800-767-7381 to report sexual harassment. NRS 613.330 and NAC 284.771 contain more specification regarding sexual harassment prohibitions and penalties.